

**Convention and Visitor's Commission of Monroe County**

**Public Meeting**

Wednesday, August 30, 2023 at 12:00noon

Convention Center, 302 S College Ave., Bloomington, IN

**HYBRID MEETING IN PERSON and VIA ZOOM for PUBLIC**

Webinar ID: 810 5657 4062

Passcode: 354741

<https://monroecounty-in.zoom.us/j/81056574062?pwd=MIFROGZ6MWErK0NrTnpnV2FnQ3BvZz09>

The public's video feed will be turned off by the Technical Services Department meeting administrator.

- The public's video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.
- Below is the link for ZOOM Meeting Schedule of Monroe County Virtual Public Meetings for your convenience:

1. Call to Order
2. Minutes Review – June 27, 2023, minutes
3. Commission Financial Report & Monthly collections report – June & July
4. Visit Bloomington report
5. Downtown Blgn't. Inc. report
6. Claims approval –
  - General Fund - Visit Blgn't - \$447,557.00
  - General Fund - M Roach \$147.50
  - General Fund - DBI – \$91,142.00
  - Debt Fund – Regions Bank \$159,000.00
7. New Business
8. Old Business
9. Public comment
10. Adjournment

## CONVENTION AND VISITORS COMMISSION

Hybrid: In person and virtual

Convention Center, 302 College Ave., Bloomington, IN

1:00 pm

June 27, 2023

### **Commission Members Present:**

Mike Campbell, Kirby Brown and Geoff McKim

### **Staff Members Present:**

CVB – Mike McAfee, Laura Newton and Marcia Roach

DBI – Talisha Coppock, Joan Snap and Jean Kautt

Guest: Cindy Kinnarney, Penny Githens

Commissioner Mike Campbell called the meeting to order at 1:00 p.m.

### **Approval of Minutes:**

President Michael Campbell asked if everyone had a chance to review the March 22, 2023 meeting minutes and were there any questions. There were no questions or comments. Geoff McKim motioned to approve the minutes seconded by Kirby Brown.

Roll call to approve March 22, 2023 minutes as presented: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

### **Financial Report:**

President Mike Campbell reviewed the May, 2023 financial summary and monthly collections report noting each fund balance and stating there were sufficient funds to cover claims. Mike commented that rental income was higher than anticipated. Talisha responded that there was a new management company and that all units were rented. Geoff McKim motioned to approve the financials seconded by Kirby Brown. Roll call to approve the financials as presented: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

### **Visit Bloomington Report**

Mike McAfee reviewed Visit Bloomington's report (see exhibit 1). He went through recent and upcoming events and promotions highlighting the Switchyard Music Series being held this summer and company efforts to stimulate visitation and overnight stays in Monroe County.

### **DBI Report:**

Talisha Coppock reported on repairs and upgrades to the convention center building. She also noted that there is a security issue in connection with the homelessness and vagrant population in the city. She said staff are fielding concerns and questions from convention center visitors and that she will be seeking security assistance to address the issue.

Jean Kaut reported on conventions held in 2023 to date and upcoming events (see exhibit 2). She continues to receive inquiries from large groups that want to hold their event in Bloomington but are unable to due to space.

**Commissioner Penny Githens:**

Penny Githens gave an update on the creation of a CIB. She said when this happens everything will be turned over to that entity. She said there would be a commissioner work session on Wednesday, June 28 at 10:00 a.m. to discuss the issue and there should be a vote on it at next Wednesday's commissioner meeting.

**Claims Approval:**

**General Fund:**

\$447,557.00 – VB 3rd Qtr. 2023 operational funds. Mike asked if there were any questions or comments. There were none. Kirby Brown motioned to approve seconded by Geoff McKim.

Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

\$147.50 - Marcia Roach 2bd Qtr. 2023 Prof fees. Mike asked if there were any questions or comments. There were none. Kirby Brown motioned to approve seconded by Geoff McKim.

Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

\$91,142.00 – DBI 3rd Qtr. 2023 operational funds. Mike asked if there were any questions or comments. There were none. Geoff McKim motioned to approve seconded by Kirby Brown.

Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

\$50,000 – VB Event funding Switchyard Music Series. Geoff McKim inquired as to how typical this type of claim is. Mike Campbell responded that it falls under tourism promotion and is intended to stimulate county visitation and encourage community visitation. Kirby Brown asked if visitation was being tracked. Mike McAfee said it was as nearly as it can be. Kirby Brown motioned to approve seconded by Geoff McKim. Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

\$3,760.00 – DBI – Room rental incentive. Mike asked if there were any questions or comments. Geoff McKim asked about the qualifying criteria and Mike Campbell reviewed that information. Geoff McKim motioned to approve seconded by Kirby Brown.

Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

**Capital Improvement Fund**

\$27,500.00 – VB – parking lot repavement. Mike Campbell commented that this was being a good steward of the facility. Geoff McKim motioned to approve seconded by Kirby Brown. Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

\$3,300.00 – SMI – Repair folding walls. Mike Campbell said this was less than \$5,000 and made motion that it be paid out of the commissioner's expense line in the general fund and not capital improvement. Geoff McKim motioned for approval to be paid out of the commissioner's expense line item under the general fund. Kirby Brown seconded the motion.

Roll call to approve claim from the General Fund: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

\$4,929.49-Koorsen-Replacement of panel and annunciator. Mike Campbell asked that since this wasn't an invoice but would need to be paid shortly that approval is for an amount up to but not exceeding the amount presented. Mike asked if there were any questions or comments. There were none. Geoff McKim motioned to approve seconded by Kirby Brown.

Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

\$35,000.00 – HFI – Repair of kitchen floor. Mike Campbell asked that since this wasn't an invoice but a quote that would need to be paid shortly that approval is for an amount up to but not exceeding the amount presented. Mike asked if there were any questions or comments. There were none. Geoff McKim motioned to approve seconded by Kirby Brown.

Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

**Debt Fund:**

\$159,000.00 -3rd qtr. 2023 Regions Bank loan payment. Mike asked if there were any questions or comments. There were none. Geoff McKim motioned to approve seconded by Kirby Brown.

Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

**New Business:**

**2024 Budget:**

Mike Campbell passed out a CVC budget worksheet handout with the 2023 appropriated budget numbers and a 0%, 5%, 10% and 12% increase for the 2024 Visit Blgn't and DBI operational line item to be considered. Mike recommended a 10% increase to Visit Bloomington and DBI's 2024 budget. He noted that additional funds will be needed to cover anticipated expenses that DBI will have with increased security and repair and Visit Bloomington will have associated with marketing efforts of the convention center.

Geoff McKim questioned whether the commissioners line item of \$150,000 is sufficient. Mike Campbell said he thought it was. Kirby Brown said he was comfortable with a 12% increase for Visit Blgn't and DBI. Geoff McKim said he was comfortable with Mike Campbell's recommendation of a 10% increase. After discussion, a 10% VB & DBI budget was agreed to with all other line items remain unchanged for 2024. Geoff McKim motioned to approve the 2024 budget with an operational 10% budget increase for Visit Blgn't and DBI and all other expense fund line items unchanged. Kirby Brown seconded the motion. Roll call to approve the 2024 budget as motioned: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

**Old Business:**

None

**Public comments:**

None

The meeting was adjourned at 2:45p.m.

Respectfully Submitted,

Marcia Roach  
Acting Secretary

CONVENTION & VISITORS COMMISSION OF MONROE COUNTY, INC.  
 Financial Summary  
 Monroe County Auditor's Office  
 June 30, 2023

**GENERAL FUND STATUS**

	Monthly	Y-T-D	Budget
2022 Carry-Over Balance		\$ 2,510,894.75	
****			
2023 Room Tax Receipts	\$ 382,580.73	\$ 1,771,251.33	
Less:		\$ -	
2023 Transfer to Debt Service Fund	\$ 43,000.00	\$ 258,000.00	\$ 516,000.00
2023 Transfer to Cap. Imp. Maint. Fund	\$ 4,166.66	\$ 24,999.96	\$ 50,000.00
2023 Conv. & Visitors Bureau Claim Dist.	\$ 447,557.00	\$ 1,342,671.00	\$ 1,790,228.00
2023 Commissioners Expense	\$ 53,760.00	\$ 53,760.00	\$ 150,000.00
2023 Auditing/Legal Fees/Prof.	\$ 147.50	\$ 442.50	\$ 2,500.00
2023 Insurance	\$ -	\$ -	\$ -
2023 Maintenance	\$ -	\$ -	\$ -
2023 Downtown Bloomington Inc.	\$ 91,142.00	\$ 273,426.00	\$ 364,568.40
Total Expenses	\$ 639,773.16	\$ 1,953,299.46	
 CURRENT GENERAL FUND BALAN	 \$ (257,192.43)	 \$ 2,328,846.62	

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**CAPITAL IMPROVEMENT FUND**

2022 Carry-Over Balance		\$ 228,641.48	
2023 Revenues	\$ 4,166.66	\$ 24,999.96	\$ 50,000.00
2023 Expenses	\$ 27,650.00	\$ 27,650.00	\$ 100,000.00
 CURRENT CAP IMP.FUND BALANC	 \$ (23,483.34)	 \$ 225,991.44	

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**CONVENTION CENTER DEBT FUND**

2022 Carryover		\$ 310,538.58	
Income			
Innkeepers Tax	\$ 43,000.00	258,000.00	\$ 516,000.00
Net Rental Income	\$ -	\$ 136,981.24	\$ 120,000.00
Total Income	\$ 43,000.00	\$ 394,981.24	\$ 636,000.00
Expenses			
Loan Payments	\$ 159,000.00	318,000.00	\$ 636,000.00
Miscellaneous	\$ -	\$ -	
Total Expenses	\$ 159,000.00	\$ 318,000.00	\$ 636,000.00
 CURRENT CONV. CTR DEBT FUND	 \$ (116,000.00)	 \$ 387,519.82	

CONVENTION & VISITORS COMMISSION OF MONROE COUNTY, INC.  
 Financial Summary  
 Monroe County Auditor's Office  
 July 31, 2023

**GENERAL FUND STATUS**

	Monthly	Y-T-D	Budget
2022 Carry-Over Balance		\$ 2,510,894.75	
****			
2023 Room Tax Receipts	\$ 331,178.98	\$ 2,102,430.31	
Less:		\$ -	
2023 Transfer to Debt Service Fund	\$ 43,000.00	\$ 301,000.00	\$ 516,000.00
2023 Transfer to Cap. Imp. Maint. Fund	\$ 4,166.66	\$ 29,166.62	\$ 50,000.00
2023 Conv. & Visitors Bureau Claim Dist.	\$ -	\$ 1,342,671.00	\$ 1,790,228.00
2023 Commissioners Expense	\$ 3,300.00	\$ 57,060.00	\$ 150,000.00
2023 Auditing/Legal Fees/Prof.	\$ -	\$ 442.50	\$ 2,500.00
2023 Insurance	\$ -	\$ -	\$ -
2023 Maintenance	\$ -	\$ -	\$ -
2023 Downtown Bloomington Inc.	\$ -	\$ 273,426.00	\$ 364,568.40
Total Expenses	\$ 50,466.66	\$ 2,003,766.12	
 CURRENT GENERAL FUND BALAN	 \$ 280,712.32	 \$ 2,609,558.94	

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**CAPITAL IMPROVEMENT FUND**

2022 Carry-Over Balance		\$ 228,641.48	
2023 Revenues	\$ 4,166.66	\$ 29,166.62	\$ 50,000.00
2023 Expenses	\$ 35,000.00	\$ 62,650.00	\$ 100,000.00
 CURRENT CAP IMP.FUND BALANC	 \$ (30,833.34)	 \$ 195,158.10	

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**CONVENTION CENTER DEBT FUND**

2022 Carryover		\$ 310,538.58	
Income			
Innkeepers Tax	\$ 43,000.00	301,000.00	\$ 516,000.00
Net Rental Income	\$ -	\$ 136,981.24	\$ 120,000.00
Total Income	\$ 43,000.00	\$ 437,981.24	\$ 636,000.00
Expenses			
Loan Payments	\$ -	318,000.00	\$ 636,000.00
Micellaneous	\$ -	\$ -	
Total Expenses	\$ -	\$ 318,000.00	\$ 636,000.00
 CURRENT CONV. CTR DEBT FUND	 \$ 43,000.00	 \$ 430,519.82	

BLOOMINGTON/MONROE COUNTY, INDIANA - ROOM TAX RECEIPTS

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
January	\$109,771.81	\$165,438.58	\$159,767.29	\$207,588.43	\$121,488.43	\$105,704.44	\$198,154.14	\$251,199.02
February	\$131,276.44	\$117,813.11	\$119,782.45	\$135,795.31	\$168,802.23	\$83,601.33	\$103,195.03	\$216,509.85
March	\$148,976.20	\$196,508.03	\$185,823.93	\$179,149.61	\$227,850.92	\$140,641.26	\$244,969.47	\$248,535.83
April	\$200,223.74	\$184,197.56	\$165,439.41	\$219,725.05	\$122,870.19	\$146,743.26	\$236,827.34	\$309,439.59
May	\$204,684.03	\$195,208.17	\$233,711.22	\$185,625.86	\$56,671.07	\$174,457.18	\$301,273.92	\$315,819.65
June	\$254,889.45	\$272,995.68	\$291,816.10	\$288,525.41	\$48,541.44	\$281,008.90	\$412,915.79	\$382,580.73
July	\$224,948.98	\$223,501.08	\$237,716.06	\$258,384.12	\$105,223.52	\$208,117.26	\$304,380.60	\$331,178.98
August	\$243,021.31	\$283,422.49	\$239,968.30	\$215,724.12	\$131,733.14	\$198,622.43	\$356,232.10	\$0.00
September	\$283,533.46	\$301,396.30	\$306,264.54	\$296,945.75	\$223,531.17	\$382,923.26	\$344,564.13	\$0.00
October	\$257,842.29	\$272,865.78	\$303,323.96	\$315,091.95	\$173,999.97	\$352,178.44	\$463,608.03	\$0.00
November	\$289,664.08	\$266,703.34	\$241,513.05	\$212,171.19	\$132,546.23	\$330,971.93	\$289,078.00	\$0.00
December	\$149,928.22	\$144,788.90	\$216,032.27	\$328,209.65	\$113,555.53	\$271,374.55	\$309,286.94	\$0.00
<b>TOTALS</b>	<b>\$2,498,760.01</b>	<b>\$2,624,839.02</b>	<b>\$2,701,158.58</b>	<b>\$2,842,936.45</b>	<b>\$1,626,813.84</b>	<b>\$2,676,344.24</b>	<b>\$3,564,485.49</b>	<b>\$2,055,263.65</b>

Prior Year-to-Date \$1,801,716.29

% Change from Prior Year-To-Date 0.14





CONVENTION & VISITORS BUREAU  
 OF MONROE COUNTY, INC.  
 2855 N. WALNUT ST.  
 BLOOMINGTON, IN 47404

# Invoice

Invoice Number:  
4601

Invoice Date  
8/28/23

Sold To:

TREASURER OF MONROE COUNTY

Customer ID:  
TRE

Customer PO	Payment Terms Net 30 Days	Sales Rep ID	Due Date 9/27/23
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Description	Amount
4th Qtr Operational Funds	447,557.00

	Subtotal	447,557.00
	Sales Tax	
	Total Invoice Amount	447,557.00
Check/Credit Memo N	Payment/Credit Applied	
	<b>TOTAL</b>	447,557.00



Marcia Roach  
3975 S. Bushmill Drive  
Bloomington, IN 47403

Invoice No. CVC 2023-3

# INVOICE

### Customer

Name Convention and Visitors Commission  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_

Date 8/28/2023  
PO No. 11152

Qty	Description		TOTAL
1	3rd Qtr - Professional Services	\$147.50	\$147.50

### Payment Details

- 
- 
- 

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SubTotal	\$147.50
Shipping & Handling	\$0.00
Taxes	
<b>TOTAL</b>	<b>\$147.50</b>

Office Use Only

Vendor # 11151 TID:304-60-3214

Thank You

**ACCOUNTS PAYABLE VOUCHER**

Department Name: \_\_\_\_\_ Convention Visit. Com

Vendor: **Downtown Bloomington Inc**  
 302 South College Ave  
 Bloomington, IN 47403

Grant Funds \_\_\_\_\_  
 Warrant Number: \_\_\_\_\_  
 P.O. Number: \_\_\_\_\_  
 Claim Number: \_\_\_\_\_  
 Vendor Number: 494

(Pre-Fund or Reimb)

An invoice or bill to be properly itemized must show kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

Invoice Number	Invoice Date	DETAILED Description (Invoice & Packing Slip Must be Attached)	Fund-Account-Location	Qty	Unit Price	Total
DBI032023	6/8/2023	Convention Services	1127.38129.000.0000	1	\$91,142.00	\$91,142.00
<b>TOTAL:</b>						<b>\$91,142.00</b>

I hereby certify that the attached invoice(s) or bill(s) is (are) true and correct and that the materials or services itemed thereon for which change is made and were ordered and received.

Date: 8/24/2023  
 Printed Name: Joan Snapp  
 Signature: 

Title: Controller

Grant Administrator Signature \_\_\_\_\_

I hereby certify that the attached invoice(s) or bill(s) is (are) true and correct and I have audited same in accordance with IC 5-1-1-10-2.

Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Monroe County Auditor

**File Stamp**

**ACCOUNTS PAYABLE VOUCHER**

Vendor: Regions Bank

Corporate Trust Services

8182 Marylamnd Ave 12th Floor

Clayton., MO 63105

**Grant Funds**

*(Pre-Fund or Retmb)*

Department Name: \_\_\_\_\_

Convention Center \_\_\_\_\_

Warrant Number: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Claim Number: \_\_\_\_\_

Vendor Number: 10908


An invoice or bill to be properly itemized must show kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

Invoice Number	Invoice Date	DETAILED Description (Invoice & Packing Slip Must be Attached)	Fund-Account-Location	Qty	Unit Price	Total
R762601	8/24/2023	Loan Payment	4602-32777-0000	1	\$159,000.00	\$159,000.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
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						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
<b>TOTAL:</b>						<b>\$159,000.00</b>

I hereby certify that the attached invoice(s) or bill(s) is (are) true and correct and that the materials or services itemed thereon for which charge is made and were ordered and received.

**File Stamp**

Date: 8/24/2023 Printed Name Joan Snapp Title Controller

Signature  Grant Administrator Signature \_\_\_\_\_

I hereby certify that the attached invoice(s) or bill(s) is (are) true and correct and I have audited same in accordance with IC 5-1-10-2.  
 Date: \_\_\_\_\_ Monroe County Auditor \_\_\_\_\_



# INVOICE

8182 Maryland Avenue, 12th Floor  
Clayton, MO 63105  
Phone (314) 615-3588

**Date:** August 18, 20  
**Relationship Consultant:** Kerry A. McFarla  
**Bond Issue #:** 7626 & 76  
**Advantage Account:** 54800056  
**Invoice #:** R7626

Monroe County Convention Center  
Ms. Talisha Coppock  
302 South College Avenue  
Bloomington, Indiana 47403

Email to:  
tcoppock@bloomingtonconvention.com

**Re: Monroe County Convention Center Building Corporation Taxable  
First Mortgage Note of 2016, Series A & B**

**Quarterly Installment of Rent Due: October 1, 20**

DESCRIPTION	AMOUNT
Quarterly Installment of Rent Due for BI #7626 & 7628	\$159,000.
<b>TOTAL</b>	<b>\$ 159,000.00</b>

**If you intend to transfer Federal Funds VIA Federal Reserve Bank Wire Transfer System, please direct your transfer using the instructions shown below no later than one (1) Business day prior to due date:**

Wells Fargo Bank  
ABA #121000248  
Credit: SEI PRIVATE TR CO ACF REGIONS  
A/C#: 2020050839788  
F/F/C: CID5480005610 - Monroe County Convention Center 2016A/B  
Attn: Kerry A. McFarland, 314-615-3588

**If you intend to transfer Funds via ACH, please direct your transfer to the instructions shown below no later than three business days prior to payment date:**

Wells Fargo Bank  
ABA #026012881  
FOR CREDIT TO: A/C #2020050839788, SEI Private TR CO ACF Regions Bank  
F/F/C: CID5480005610 - Monroe County Convention Center 2016A/B  
Attn: Kerry A. McFarland, 314-615-3588

**If you intend to pay by check, it must arrive in our office no less than five (5) Business days prior to due date:**

Regions Bank  
Attn: Corporate Trust Services  
8182 Maryland Avenue, 12th Floor